

Chapter 3

1. Commas 2. Compare & Contrast

3. Infinitive (to) 4. Gerunds (ing)

Step 1 - In chapter 2, we looked at full stops. Remember that for a full sentence, you need a subject, a verb, an object, and be complete idea. Look at the examples below.



Subject	Verb	Object
I	like	English.
It	is	a large company.

The example sentences above contain, a subject, a verb, and an object. Additionally, a sentence needs a complete idea. Check out the examples below for sentences that are complete and incomplete.

Incomplete	Complete
The biggest city in America.	The biggest city in America is New York.
Because it is fun.	I like music, because it is fun.
When I have time.	When I have time, I'll study more.

Step 2 - The sentences above contain only 1 idea. However, quite often sentences can contain many ideas. When this happens, we need to use a comma to separate them. Look at the paragraph below. Make a note of where and when you see a comma.

"I'd like to tell you a little about myself. Firstly, I was born in Vietnam and I have a very large family. I live with my father, mother, 2 sisters, 2 brothers, grandmother, and grandfather. At the moment, I am a student, but I also work full time. I study business during the day, then at night I work at my father's company. I like my university, because lecturers are very helpful. When I have a problem, they always take the time to explain it to me. I have exams really soon, so I have to study hard, and I have to prepare as much as possible. If I pass the exam, I can go and study in the U.K. Then, if I pass, I think'll go to live in London, because I heard it is an exciting city. Until the exam, I have to make sure I work hard, both for my father's company and at university."

Step 3 - Did you notice when commas were used? You will use them all the time in your writing, so it is good to try and understand why we need them. Look at the paragraph again. Choose 3 sentences with a comma and write them below.

1. _____
2. _____
3. _____

Step 4 - With a partner, talk about why you think the sentences have and need a comma?

Step 5 - Now, look at the sentences below. Do they need commas? If they do, where would you put them?

1. Many students choose to study English because they can use this skill in their future job.
2. There are many ways to stay healthy such as eat healthy exercise and get plenty of sleep.
3. Would you like to go to Langkawi or Pangkor this weekend?
4. I've never been to London but I would love to go there someday.
5. When you have finished your essay upload it to the website.
6. I am going to go to then mall. Then I think I'll check out a film.
7. If you want to pass the grammar test you should look at the website and practice.
8. In short the number of people using smart phones during the class is increasing.

Step 6 - In the section below, you will be able to learn about when and why you need to put commas in your sentences.

Use **commas** to separate items in a list.

1. I have been to America, Indonesia, Spain, and Korea.
2. I like watching movies, especially action, sci-fi, comedy and horror.
3. These days, people prefer to watch TV, play computer games, and read websites than read a book.

Use **commas** to after an introductory word. (In short, Well, First, Second, Finally, Unfortunately...

First, I would like to discuss the reasons why students come to Malaysia to study.
Next, another reason why people choose Malaysia is the cost.
Unfortunately, there are too many students who use their smartphones in class.

Use **commas** before so / because / but / and / for / yet / nor.

1. I really want to go abroad this weekend, but I don't know where to go.
2. I like this class, because I have made friend from different places.
3. We have a lot of homework this week, so we need to go home and start it.
4. She has

Use **commas** to two ideas in one sentence.

1. When I graduate, I think I'll work overseas.
2. We are going to go home, then we are going to cook dinner.
3. If there is time on Monday, the teacher will help you to check your essay.
4. If I do not pass this level, I'll have to retake this course.

Compare & Contrast Essay

In this section you will learn how to write a compare and contrast essay. The essay plan will guide you through each step of the essay, which should be around 200 - 300 words.

Step 1 - Introduction

The introduction is the first step of the essay. In it you have to write the main ideas of the whole essay. First, you need to write a general introduction sentence (topic sentence). Next, you will need to write your main ideas. Finally, you will the concluding sentence (thesis statement).

Introduction

General sentence: What is the topic of the essay?

Main idea 1 & Main Idea 2.

Final sentence (Thesis statement)

The purpose of this essay is to discuss the similarities and differences between A and B.
Or

The similarities and differences between A and B will discussed in this essay.

Step 2 - Main idea 1: Similarities

In the first paragraph, you will write about the similarities between A and B. You will need 2 or 3 supporting ideas for this paragraph. Finally, there needs to be a concluding sentence to finish the paragraph.

Main idea 1

Supporting sentences 1: The first similarity between A and B is...

Supporting sentences 2: The next similarity between A and B is...

Supporting sentences 3: The final similarity between A and B is...

Concluding sentence: In short Therefore.... So

Step 3 - Main idea 2: Differences

In the next paragraph, you will write about the differences between A and B. You will need 2 or 3 supporting ideas for this paragraph. Finally, there needs to be a concluding sentence to finish the paragraph.

Main idea 2

Supporting sentences 1: The first difference between A and B is...

Supporting sentences 2: A further difference between A and B is...

Supporting sentences 3: The last difference between A and B is...

Concluding sentence: In short Therefore.... So

Step 4 - Conclusion

In the conclusion you will need to repeat and summarise the main ideas from paragraph 1 and 2. Then, you will give your opinion about which you prefer: A or B.

Conclusion

Summary of main idea 1 & 2: This essay has discussed the similarities and differences between A and B.

Opinion: I believe that... I think it... In my opinion... Because...

Quick Review: Let's quickly review what we have learned in chapters 1, 2 and 3..

Chapter 1

Subject, verb, object - Each sentence needs to have this, or it is not a sentence.

Capital letters - Don't forget to put a capital for names, places, the first letter in a sentence and always use a capital I, and never a small i.

Chapter 2

Full stops - We need to use a full stop when the sentence has a subject, verb and object. Also, the sentence needs to be a complete thought.

Transition phrases - Words like *so*, *because*, *and*, *or* can help to link sentences and ideas together.

Chapter 3

Commas - When you have many ideas in your sentence, we can separate them with commas.